

# Boston High School

## Leading Learning Together

### Foldr User Guide

This guide aims to cover the basics on accessing your files remotely using Foldr.

## Logging In

To access Foldr from home you will need to visit the school website [www.bostonhighschool.co.uk](http://www.bostonhighschool.co.uk)

You will see a list of menus, select 'PORTAL' and then choose 'DOCUMENTS'



Boston High School  
11-16 Girls' Grammar School  
and Mixed Sixth Form

Leading Learning Together

The screenshot shows the school website's navigation bar. The 'PORTAL' menu is open, and the 'DOCUMENTS' option is selected. A blue arrow points from the text above to the 'DOCUMENTS' link in the dropdown menu.

You can then access FOLDR using the 'Foldr Login' link on that page

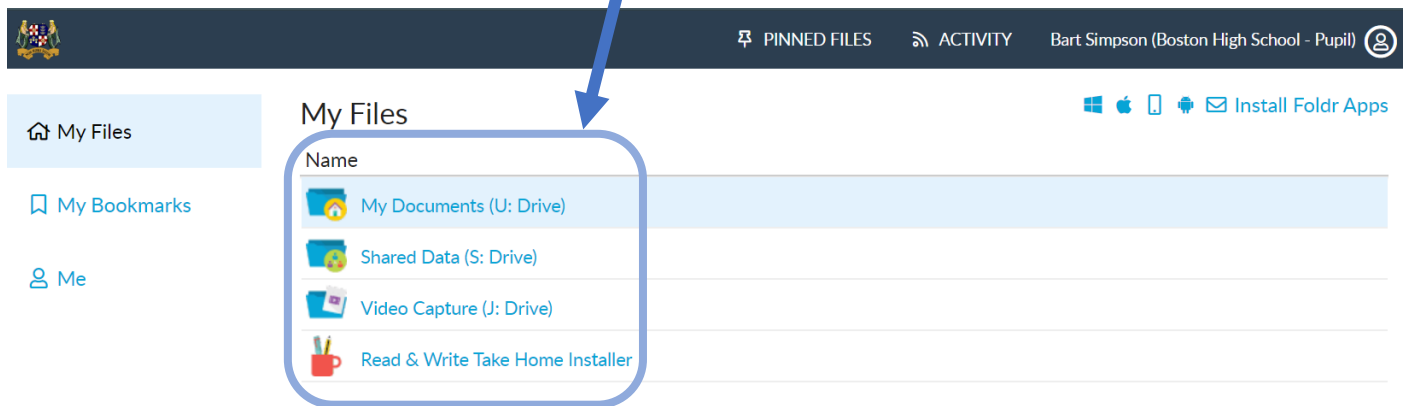
The screenshot shows a text block with a yellow highlight around the 'Foldr Login' link. A blue arrow points from the text above to the link. The text describes how to access Foldr through the website and provides a link to the login page.

Use your regular School username and password to login

The two screenshots show the login interface. The first screenshot shows the 'Welcome to Foldr' message and the 'Username' field. The second screenshot shows the 'Password for bart' field and the 'SIGN IN' button. Both screenshots include a 'Forgot password?' link.

## Accessing Files

Once logged in, you will see the same drives that you have access to in school



You can click on any of these drives and navigate through the folders as you would in School.



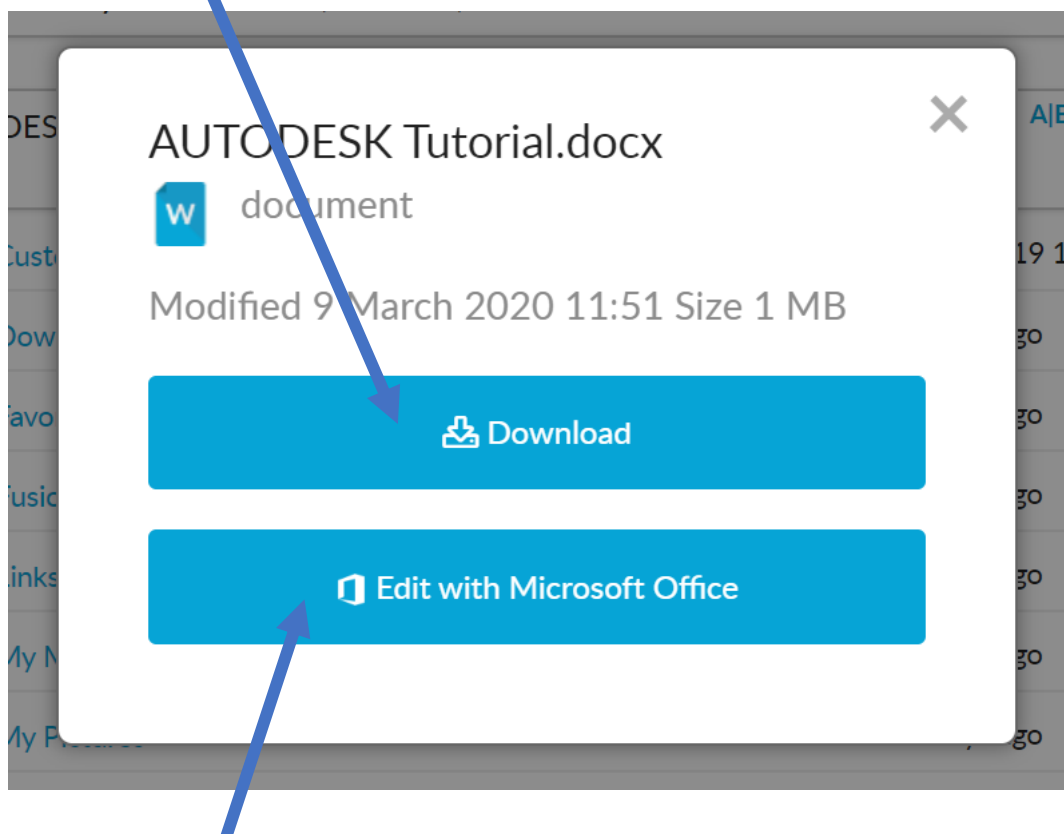
**If you are looking for the continuity plan folders, they can be found in 'Shared Data (S: Drive)' and then 'Continuity Plan'**

## Downloading, Opening and Editing Files

To open a file, simply click it once.

There are two ways to open files in Foldr. You can either download them to your computer or edit them directly on our system (and any changes are then saved back to our system).

**If you don't need to make changes to the file**, e.g. a shared resource that your teacher wants you to look at but not edit, then use the download button.

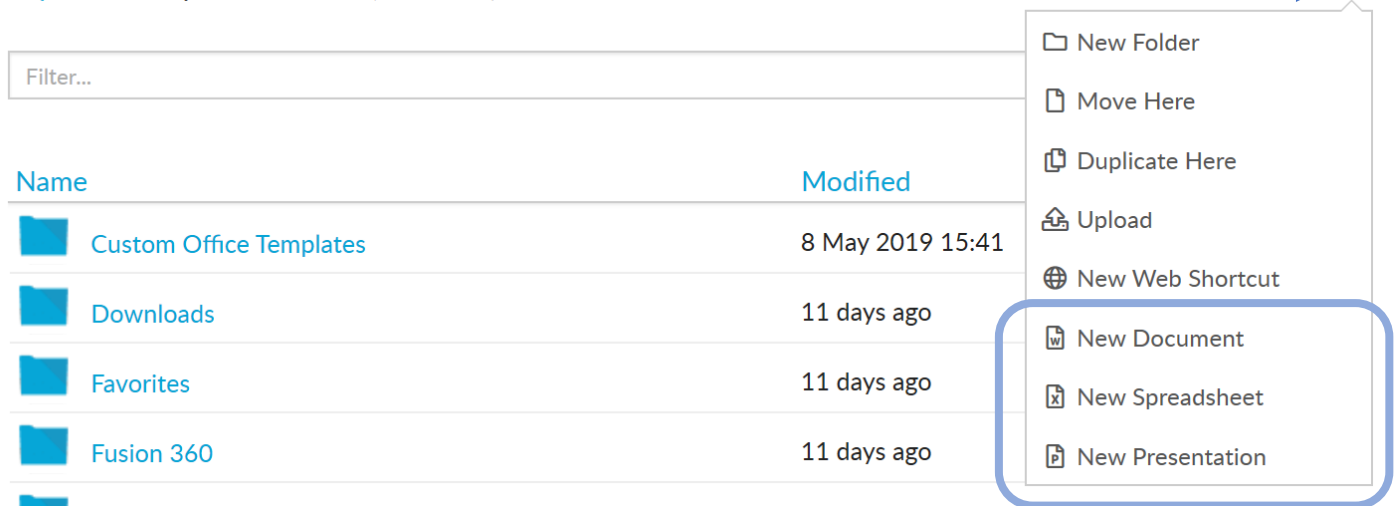


**If this is your own personal file and you want to make changes to it**, use the 'edit with Microsoft Office' button. Doing this means that the file will open with Microsoft Office on your computer and when you save the file, the changes are saved directly back to our system.

## Creating a New File

If you want to start work on a new file, first make sure you have already navigated to the folder you want to save it into. Then click the + icon at the top right side of the screen, and then click 'New Document/New Spreadsheet/New Presentation' depending on whether you want a Word, Excel or PowerPoint file.

My Files » My Documents (U: Drive)



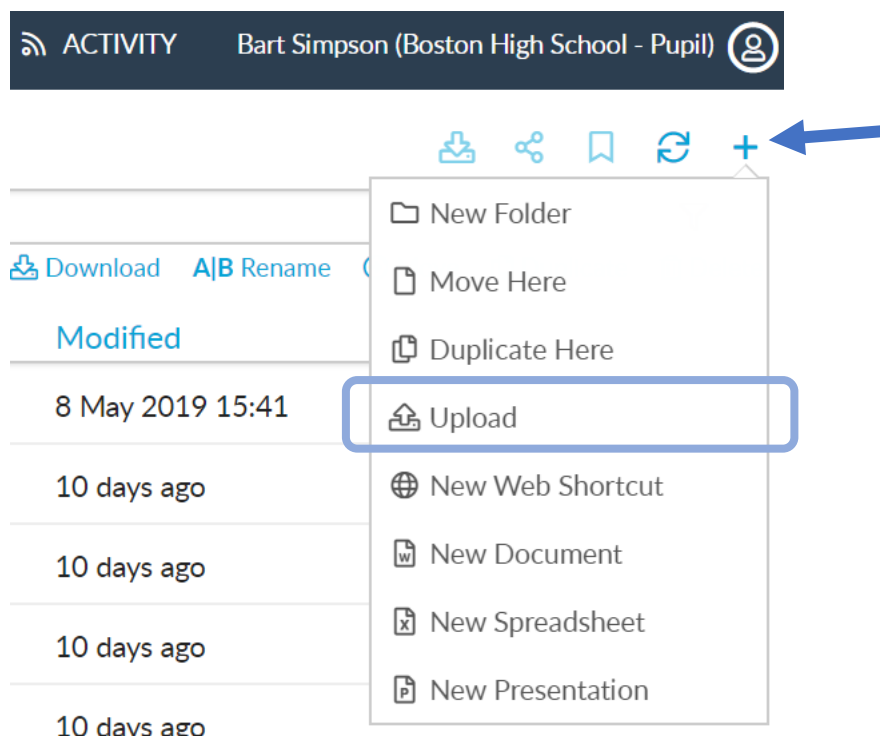
The screenshot shows a file explorer window with a search bar at the top left containing the text "Filter...". Below the search bar is a table with two columns: "Name" and "Modified". The table lists several folders: "Custom Office Templates" (modified 8 May 2019 15:41), "Downloads" (modified 11 days ago), "Favorites" (modified 11 days ago), and "Fusion 360" (modified 11 days ago). At the top right of the window, there is a toolbar with icons for share, bookmark, refresh, and a plus sign. A blue arrow points to the plus sign icon. A dropdown menu is open from the plus sign, listing options: "New Folder", "Move Here", "Duplicate Here", "Upload", "New Web Shortcut", "New Document", "New Spreadsheet", and "New Presentation". The "New Document", "New Spreadsheet", and "New Presentation" options are highlighted with a blue rounded rectangle.

Name	Modified
Custom Office Templates	8 May 2019 15:41
Downloads	11 days ago
Favorites	11 days ago
Fusion 360	11 days ago

Give the file a name, and then click on 'create'. The file will then appear in the list on your screen. To begin work on it, click it once and then click 'Edit in Microsoft Office'. Changes will be saved back to our system when you click save.

## Uploading a File

To upload a file you have already created on your home computer, first make sure you have already navigated to the folder you want to save it into. Then click the + icon at the top right side of the screen, and then 'Upload'.



The screenshot shows a file explorer window with a dark header bar containing "ACTIVITY", "Bart Simpson (Boston High School - Pupil)", and a user profile icon. Below the header bar is a toolbar with icons for download, share, bookmark, refresh, and a plus sign. A blue arrow points to the plus sign icon. A dropdown menu is open from the plus sign, listing options: "New Folder", "Move Here", "Duplicate Here", "Upload", "New Web Shortcut", "New Document", "New Spreadsheet", and "New Presentation". The "Upload" option is highlighted with a blue rounded rectangle. Below the dropdown menu is a table with columns for file actions and modified dates. The table lists several files: "Download" (modified 8 May 2019 15:41), "A|B Rename" (modified 10 days ago), and two other files (both modified 10 days ago).

Modified
8 May 2019 15:41
10 days ago
10 days ago
10 days ago
10 days ago

You will then be prompted to find the file on your computer. Find the file and click 'open'. The upload process will then begin, you will see your file appear in the window with a little progress circle next to it. Depending on your internet speed, this shouldn't take too long. Wait until the upload is complete before closing your browser, otherwise your file will become corrupted and unusable.